

# HOUSING CONTRACT REQUEST / SPRING 2015

Housing Contract Request Spring 2015 ↕ Truman Residence Life

Please return completed form to Residence Life Office	
<b>Current Info</b>	Name: _____ Student ID # _____ Cell Phone: _____ Email Address: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Room Placement Action Requested</b>	<p><b>Check one of the following choices:</b>  <i>Placement is dependent upon date form received, roommate choice and class status.</i></p> <input type="checkbox"/> My desired roommate(s) currently lives on campus. Please place me with him/her if possible during winter break. My roommate[s] name is listed below in Section C.  <input type="checkbox"/> I need to be placed with a random roommate, preferably a person who is: <input type="checkbox"/> A Morning Person <input type="checkbox"/> A Night Person <input type="checkbox"/> Outgoing <input type="checkbox"/> Quiet <input type="checkbox"/> Accommodating <input type="checkbox"/> A Smoker <input type="checkbox"/> Neat
<b>Spring 2015 On-Campus Living Environmental Preferences</b>	<p><b>A. Please Make Your Room Type Request:</b> <input type="checkbox"/> Double <input type="checkbox"/> Multiple <input type="checkbox"/> Apartment <input type="checkbox"/> Other _____</p> <p><b>B. Please complete the following hall/apartment choices/options:</b></p> <p>1<sup>st</sup> choice: _____                      Hall/Apt                      Optional--( Room#)</p> <p>2<sup>nd</sup> choice: _____                      Hall/Apt                      Optional--( Room#)</p> <p>3<sup>rd</sup> choice: _____                      Hall/Apt                      Optional--( Room#)</p> <p><b>C. Please complete your Roommate Choice(s): (Individuals listed must request you as well.)</b></p> <p>Name: _____ Local Address: _____  <input type="checkbox"/> Current Truman student      <input type="checkbox"/> Incoming freshman      <input type="checkbox"/> Incoming transfer</p> <p>Name: _____ Local Address: _____  <input type="checkbox"/> Current Truman student      <input type="checkbox"/> Incoming freshman      <input type="checkbox"/> Incoming transfer</p> <p>Name: _____ Local Address: _____  <input type="checkbox"/> Current Truman student      <input type="checkbox"/> Incoming freshman      <input type="checkbox"/> Incoming transfer</p>
<b>Meal Plan</b>	<p><b>You will select your meal plan on TruView when you confirm your housing placement.</b>                      What is recorded online as of Jan. 2nd, is what you will be assigned for the spring semester.</p> <p>Options Available:                      225 blocks/No DD    210 blocks/\$50    185 blocks/\$100    165 blocks/\$150    145 blocks/\$200                      OR                      20 Meals a Week/\$50 (No Transferability/No Sharing Meals)</p> <p><i>* Residents of Campbell or Randolph Apartments can purchase an off campus plan through TruView, if desired.</i></p>
<b>Phone</b>	<p>You can add phone service to your room for \$100, by selecting this option under <b>My Housing on Truview</b> once you have been assigned to a room. Contact the Office of Residence Life at <a href="mailto:reslife@truman.edu">reslife@truman.edu</a> or at 785-4227, if you need assistance with this process.</p>
<b>Microfridge Rental</b>	<p>If you are interested in signing up for a microfridge unit for \$75 for the semester, you can sign up for one under <b>My Housing on Truview</b>, once you have been assigned a room. Contact the Office of Residence Life at <a href="mailto:reslife@truman.edu">reslife@truman.edu</a> or at 785-4227, if you need assistance with this process.</p>

## Terms & Conditions of Residence

**Contract Period:** A residence hall or apartment contract is binding for the entire academic year, spring semester or summer session designated on the application-contract, which is signed on an individual basis by each student and becomes a contract upon acceptance by the University. Rooms may be occupied and meals will be served during the periods stated in the University Residence Hall calendar for the applicable semester or session. The room and board fees do not cover periods of time when the halls are closed for vacation, and residents may not live in the halls during such times.

**Use of Assigned Room.** The room assigned to a student is to be occupied by him or her, and a student may not sublet the assigned room. Rooms are for student residence purposes only, and a student may not use his or her assigned room for any commercial purposes whatsoever. Students may not allow another person to live with them who is not assigned to that room by the University. Students allowing an unassigned person to live with them will result in disciplinary action and possibly additional housing charges.

**Student On-Campus Residency Requirement.** All first-time freshmen are required to live in campus housing. Exemptions include students over 21 years of age, married students or students commuting and living with a parent or legal guardian. Any student violating this policy is subject to housing charges applied to their account, and possible suspension from the University. Exemptions forms must be notarized and are legal documents.

**Acceptance of Application.** The University reserves the right to reject an application for accommodations in the University residence halls/apartments. If the University accepts an application, the student will pay all charges for the accommodations assigned at the rate and times established by the University.

**Assignments.** The University shall have the right and privilege to (a) change a student's room (or roommate) assignment; (b) require a student to move to a different room; and (c) place additional students in a student's assigned room. The inability of the University to grant a student's assignment preference shall not void his or her application/contract. If a student fails to occupy his or her assigned room on or before the second day of classes of the applicable period without notifying the Residence Life Office in writing of a delayed arrival, the tardy student's room may be assigned to another student. However, a student's delayed arrival shall not relieve the student from accepting other available accommodations, which may be assigned to him or her by the University. Students who sign a housing application/contract and fail to notify Residence Life that they will not be living on campus will subject to all contract breakage penalties, the loss of their housing deposit, and prorated room and board charges. The student may not alter or amend the application-contract.

**Application of Deposit.** A student shall pay the housing deposit at the time of his or her application for housing. The University will retain it until the end of the application/contract period. If the student has properly performed his or her duties under the contract, including proper checkout, and if the student does not have any delinquent debts to the University at the end of the contract period, a portion will be refunded to the student shortly thereafter. The remainder of the deposit will be retained as a processing fee in all cases. If a student is responsible for any unpaid damages or is delinquent on any debts to the University, the appropriate portion of the deposit will be applied toward the payment of such damages or debts, and the balance of the net deposit will be refunded. In the event a student is responsible for damages or delinquent debts in excess of the deposit, the entire amount will be applied toward the payment of such damages or debts, and the student shall be liable for the remaining balance of the damages or debts.

**Refund of Deposit.** The refundable portion of the deposit will be returned to a student upon satisfactory completion of his or her contract without any delinquent indebtedness to the University. The refundable portion of the deposit also will be returned to a student upon the following conditions: (a) If the University does not accept the student's application for housing or (b) If the student is denied admission to the University for the applicable period. The refundable portion of the deposit will be refunded to a student who has not previously attended the University if the student notifies the University in writing prior to May 1 for Fall Semester and October 1 for Spring Semester enrollment that he or she will not be attending. In all other cases, the University reserves the right to retain the refundable portion of the deposit as liquidated damages for breach of contract.

**Checkout and Vacation of Room.** Upon termination of his or her contract, a student is required to complete a prescribed checkout procedure for his or her room in the presence of a staff member by following the procedures established by the Residence Life Office. Failure to check out properly will result in one or more of the following: retention of the refundable portion of the deposit as liquidated damages, an improper checkout fee, and/or a loss of key fee. In addition, the resident will be responsible for any additional damages. A student is required to vacate his or her assigned room by the times established by the Residence Life Office. Failure to vacate will result in additional charges.

**Renewal of Contract.** If a student requests the renewal of his or her contract for a subsequent period, and if the application for renewal is accepted by the University, then the refundable portion of the deposit for the current contract will be transferred to the student's credit for the renewal contract. If the deposit is reduced to less than the refundable portion of the deposit (due to damages, other debts to the University, etc.) the student shall pay the necessary amount to restore the deposit to the full balance. In addition to the refundable portion of the deposit, the University may require partial prepayment of room and board fees for the new contract. If the student signs a new contract and then decides not to live in the residence halls or apartments for the new contract period, the University shall have the right to retain the refundable portion of the deposit, the required prepayment amount, and impose a penalty as damages for break of contract and possible prorated room and board charges.

**Room and Board Fees.** Room and board fees are due on or before the dates stated in the residence hall/apartment payment schedule for the applicable period. If the designated amounts are not paid on or before the due dates, the University may assess an additional fee for each late payment. In addition, the University may 1) suspend board privileges during such periods of delinquency or 2) terminate the contract.

**Inspection.** The University reserves the right to enter the assigned room for the purpose of inspection, safety concerns, and maintenance or repair. The University further reserves the right to enter the assigned room and to inspect the possessions of the occupants if reasonable cause exists to believe that the student has violated University rules and regulations. The University reserves the right to remove or move personal belongings as part of this process.

**Fire, Theft or Other Damage.** The University shall not be responsible for the loss of, or damage to, any personal property of a student from any cause whatsoever. In the event the room assigned to a student is destroyed or rendered wholly uninhabitable by the University and the University does not elect to furnish other accommodations, the contract shall be terminated as of the date of destruction. In the event of such termination, any prepaid room and board fees shall be reduced proportionately. The University recommends that students take out homeowners or apartment insurance to protect their belongings.

**Housekeeping Services.** The University shall provide housekeeping service in the hallways and other common areas of the residence halls. Each student shall provide housekeeping services in his or her assigned room.

**Damages.** A student is liable for the cost of any repairs made necessary by the fault or negligence of the student or by his or her invited guests. The responsible resident shall pay the amount of damages to University property.

**Rules and Regulations.** A student shall comply with all rules and regulations for University residence halls and apartments, including but not limited to the rules and regulations contained in the University Residence Life Handbook, copies of which are available in the Residence Life Office. Violators of such rules and regulations are subject to disciplinary action and/or termination of contract by the University.

**Other Debts to the University.** If a student permits any debts to the University to become delinquent, the delinquency may result in the placement of a "hold order" on the student's records. In addition, the University also may suspend the student's board privileges or terminate the student's housing contract.

**Imposition of Fines and Charges.** Fines may be assessed to a student(s) for violation of University or Residence Life Policies and/or the Student Conduct Code. Charges for damage to residence halls, rooms, and any other university property will be assessed to the resident's student account. The signature on the housing contract indicates agreement to pay any fines or charges assessed.

**Cancellation by Student prior to first date of contract period for students returning to the University.** Students must submit their contract cancellation request in writing to the Office of Residence Life. Cancellations received prior to November 15 will result in a forfeiture of the housing deposit. Requests for cancellation November 15 until December 15, including any contracts signed during that time period, for Spring Semester only will result in forfeiture of the housing deposit and a \$150 cancellation fee. Requests for cancellation after December 15, including any contracts signed on or after December 15, for the Spring semester only will result in a loss of housing deposit and a \$250 cancellation fee.

**Exceptions:** The student may be granted a release of contract without forfeiture of the housing deposit or additional fees for student teaching, internship, graduation, study abroad, or marriage. Students requesting a release from contract for any of these reasons must submit a written request by August 1 for the Fall Semester and November 15 for the Spring Semester to the Office of Residence Life. Students who are suspended or dismissed from the University will not be eligible to receive a refund of their deposit. Students going on study abroad, internship for which academic credit is earned, or student teaching must submit a letter from the office or department that is sponsoring the program stating that the student is enrolled in the program. **All exceptions not listed in this section or otherwise clarified in the cancellation policy are at the discretion of the Director of Residence Life or an agent thereof.**

**Cancellation by the Student during the contract period:** If the student voluntarily requests cancellations of the Housing Contract during the period that the contract is in effect or is removed from housing for disciplinary reasons and remains enrolled in the university, the student shall forfeit the housing deposit, pay for 100% of room and board rates up to that period, and 40% of room rate for the remainder of the academic year. Voluntary release from contract will only be granted if there are extenuating circumstances beyond the student's control. The student must submit a written request to be released from the contract. Release from the contract can only be granted by the Director of Residence Life or an agent thereof.

**Withdrawal from the University during the Contract period:** Should the student withdraw from the University during the contract period, the student will forfeit the housing deposit and be responsible for all housing and meal charges up to the week of check-out and 40% room rate for the remainder of the semester. Should the student withdraw during the final week of the semester or during the Winter break, the student will be charged a processing fee of \$100 and forfeit the housing deposit. The student must check out from the residence halls within 24 hours of withdrawing from the University or incur fines for improper check-out and any other residence hall policy violations.

**Reservation of Rights. Housing Contracts are for the full academic year. Contracts are binding from the point of signature (electronic or written) in accordance with Missouri state law. All cancellations will be processed according to the University cancellation policies.** The University reserves the right to terminate the residence hall or apartment contract of a student. The University reserves the right to make changes in the room and board fees and the University Residence Hall Calendar at any time. The University further reserves the right to make changes in the rules and regulations for University residence halls and colleges at any time. The University will attempt to give advance notice in the case of changes, but it shall not be required to do so.

Please  
Read

- ❖ I understand that this form will become a legal housing contract upon acceptance by the University. Students may be placed up through the first day of classes for upperclassmen.
- ❖ I acknowledge that in completing this form for Spring 2015 housing, I do so stating that I agree with all the terms and conditions as listed in the 2014-2015 housing contract, as found on this form. I assume responsibility for payment thereof at the rates listed in the renewal information.
- ❖ Cancellations of this agreement must be in writing to: Residence Life, 1100 Missouri Hall, TSU, Kirksville, MO 63501. If housing has already been placed, students will be subject to all cancellations fees as listed in the contract.
- ❖ I understand that Residence Life cannot guarantee that I will receive one of my preferred choices. If my preferences are unavailable, Residence Life will provide a comparable living environment if space is available.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office use only: 2015 Assignment -- Apt/Hall: \_\_\_\_\_ Date received: \_\_\_\_\_